



INITIAL NOTIFICATION OF CONTRACTOR SIGNIFICANT INCIDENT (INFORMATION FLOW):



If a significant **contractor** incident occurs which results in property loss or personnel injury as defined below an initial notification shall be made from the ROICC or Component Safety Manager to Atlantic Division, Naval Facilities Engineering Command, via email (message), within four hours of the mishap. The message should be sent to the **"EFDLANT CONTRACTOR SIGNIFICANT INCIDENT"** and the **"EFANE CONTRACTOR SIGNIFICANT INCIDENT"** address group located on the Outlook Global email system. For the purpose of the initial notification only, a significant contractor incident is one that results in property damage (contractor or Navy) in excess of \$10,000, a lost time accident, a near miss accident, or where a lesson learned for accident prevention can be made. The **"EFDLANT CONTRACTOR SIGNIFICANT INCIDENT"** address includes as recipients the EFDLANT Command leadership. The **"EFANE CONTRACTOR SIGNIFICANT INCIDENT"** address includes as recipients the EFA NE Command Leadership and Safety Manager. Please refer to Atlantic Division Instruction 5100.17 section 4, or Atlantic Division "Construction Safety Resource Manual" Tab P, for additional information regarding reporting and time requirements. The initial notification email should contain: (1) the name of the contractor, (2) name of the injured employee if applicable, (3) extent of injuries, (4) contract title and number, (5) type of contract, (6) name of activity or location, (7) date and time of mishap, (8) extent of property damage, and (9) a brief description of the mishap to include the type of construction equipment involved. If the accident is serious as defined in LANTNAVFACENGCOMINST 5100.17, an accident report is to be forwarded from the Component Command to NAVFAC Code SF (Mr. Joe Gott) **via** Atlantic Division Code CI52WG within 42 days from the date of the mishap for review.

ROICC on site immediate action should include:

- (a) Assuring contractor employee, if injuries are involved, has received medical attention by emergency medical personnel.
- (b) Assuring site has been secured by contractor (release authorized only by Contracting Officer).
- (c) Taking photographs of area.
- (d) Listing names and phone numbers of potential witnesses for interview.
- (e) If ROICC has a qualified Accident Investigator on staff interviews should begin immediately (Refer to ROICC Handbook Section 5-17).
- (f) Assure contractor has appropriate Contractor Significant Incident Report (CSIR) form for completing accident report (Refer to 5100.17 Section 4 for time requirements).

After initial message receipt, Code CI52WG, CI52BR, or acting CI5GM will forward additional information to Atlantic Division Code OP with copies to Atlantic Division Code 09 and NAVFAC Code SF/SF4.

For on site assistance during investigation process Code CI52WG or EFA Safety Manager will be assigned investigation authority for assisting ROICC personnel. Code CI52WG can be reached at (757) 322-8424 or Cellular 635-7698. If Code CI52WG is not available the closest Safety Engineering Technician or EFA Safety Manager should be contacted.

MIDLANT

TIDEWATER AREA:

1 st Alternative Manny Seoane	ROICC NNSY	(757) 396-5121 (Pager)614-9021
2 nd Alternative Jim Hewitt	ROICC NORFOLK	(757) 322-4462 (Pager)680-1267
3 rd Alternative Skip Owens	ROICC NORFOLK	(757) 322-4500

NORTH CAROLINA AREA:

1 st Alternative Walt Baer	ROICC CHERRY P.	(919) 466-4745
2 nd Alternative Roni Nix	ROICC LEJUENE	(910) 450-6468

NORTH DIV:

1 st Alternative Ed Zglewszewski	NORTHDIV	(610) 595-0585
2 nd Alternative Nate Price	ROICC ROME NY	(315) 330-3227

EFA CHES:1st Alternative Linda Goforth2nd Alternative Claro Padlan

EFA CHES

ROICC NDW

(202) 685-3299

(202) 685-0838

EFA MED1st Alternative Bill Kornafel2nd Alternative Walter Buchanan

EFA MED

EFA MED

(011) 0039-081-568-4720 X352

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